

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, MARCH 19, 2014**

The Safety Committee meeting began at 1:30 p.m.

Members present: Jennifer Johnson, Administration; Laura Estby and Tony Siebert, Arena; Lauren Wipper, Human Resources; Vickie Berg, Liquor Stores; Steve Stoffers, Parks Department; Amy Humphrey, Police; Steve Benoit, Recreation; Mike Thiry, Utilities (electric); Erik Volk, Utilities (water); T. John Cunningham, Safety Coordinator

Members absent: Dale Eckert, WWTP; Katie Haase, Fire Department; Gary Lore, Building Maintenance; Jeff Smith, Fire and Building Safety; Joe Pipenhagen, Streets

1. Approve the 02-19-2014 Safety Committee Minutes

Approved.

2. Anoka Tech / Facility Checklists

Chief Cunningham stated he met with Diane Rollins, a trainer with Anoka Technical College, who has previously instructed our employee safety classes and is familiar with our city and its training requirements. He met with her to discuss her taking on the responsibility of reviewing and modifying the city's current safety policies and safety procedures. He stated some of the benefits of having Ms. Rollins review them; she's very familiar with our current training needs and requirements; she can ensure that our policies and procedures are consistent with the requirements of OSHA. Chief Cunningham stated he anticipated this review process would take a few months and be completed in summer 2014. He also stated the Council may need to be involved in the final review and authorize their implementation. He noted the possibility of other policy documents requiring updating as a result of this process. He also mentioned the facilities checklists would be reviewed and revised. Eventually, all forms and safety committee minutes would be available on the intranet for easy access by employees.

Ms. Wipper stated a good resource for the history of the original safety policies and procedures would be Lori Ziemer.

Chief Cunningham also noted his desire to clarify the list of eligible items that safety funds can be used to purchase.

Mr. Stoffers asked what type of purchases would be authorized to be paid with safety funds. Chief Cunningham stated safety funds wouldn't be used for equipment purchases that are already included in the department's operating expenses, but emergency purchases of life safety equipment could qualify.

3. Safety Training

Mr. Benoit stated Anoka Tech would be handling the yearly training requirements for seasonal hires for their department. Ms. Wipper asked if she could be notified of the training details so new hires could be included in those training dates.

Chief Cunningham reported parks and recreation staff, along with Hillside and Woodland Hills Park volunteers, took part in chain saw training on March 19 with training provided through the MN Department of Labor.

Chief Cunningham stated it was unfortunate to have to postpone the winter driving training in St. Cloud this year due to work schedules and weather events, but it would be included in next year's training opportunities.

4. Accident Reviews

February 6, 2014: "Employee #1 was serving coffee to a customer. Employee #2 was serving a cookie to a customer. Employees turned into each other causing the coffee to spill on both of them."

The employees received burns from the coffee but neither required medical attention. No further recommendations were made by the committee.

February 21, 2014: "Pulled a muscle or cartilage in rib cage while trying to open south gate at Plant. Gate was stuck so Rick and I tried push and pulling it by hand. While doing so I heard a pop and felt pain on the tip of my upper left rib cage. We stopped then and left gate 1/2 open."

The gate was stuck from the large amount of snowfall overnight. No further recommendations were made by the committee.

February 28, 2014: Employee was driving plow truck, plow and wing down. In turn lane by Hwy. 10, car in center lane, directly to right of employee. Employee turned right and struck car with wing of truck. Employee bumped curbing and adjusted to right at time of accident."

No further recommendations were made by the committee.

March 3, 2014: Employee's truck was behind vehicle in right turn lane. Truck slid into back of vehicle breaking tail light cover.

No further recommendations were made by the committee.

Committee members noted that even with the large number of snow events this year, there have been minimal accidents with plow trucks.

March 11, 2014: Employee was using a pipe wrench to loosen a pipe. Employee reached out with left arm to put pressure on the wrench and felt something pop in shoulder."

Steve Stoffers stated this maintenance project occurs once a year and there were no other factors or actions that could be adjusted to prevent injury.

No further recommendations were made by the committee.

5. **Department Concerns/Updates**

Administration - none

Arena - none

Human Resources - none

Liquor Stores - none

Parks Department - none

Police - none

Recreation - none

Utilities (Electric) - none

Utilities (Water) – none. Mr. Volk noted the water department's acquisition of an 800 lb. crane to assist in lifting up to 800 lbs., to be used to assist in moving fire hydrants.

6. **Old Business**

Chief Cunningham provided an update on the Safety Data Sheets (SDS) project. Access to online information is readily available from the left side tool bar on employee intranet Access Elk River. All departments have most of their products entered into the database, and each department is responsible for ensuring new products are added.

Chief Cunningham stated the new firefighter recruits used the Mercy Hospital clinic for their pre-employment physicals and would provide an update at a future meeting on how this process worked.

7. **New Business**

Chief Cunningham reported the start of a fire academy beginning in April.

Ms. Wipper stated hearing testing would be scheduled in late May for various departments.

Ms. Wipper stated Safety Committee members were needed to help serve lunch at the health fair event for April 10. Several people volunteered to assist.

8. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:42 p.m.

Jennifer Johnson
Recording Secretary